

**STATEMENT OF UNDERSTANDING**  
**SSA FEDERAL CAREER INTERN PROGRAM (FCIP)**  
**CONDITIONS OF EMPLOYMENT**

You are being appointed to a 2-year Excepted Appointment under the Federal Career Intern Program (FCIP). Employees under FCIP appointments are considered to be serving trial periods. This 2-year trial period serves as an opportunity to assess the performance of new employees and determine whether to convert the employees to career/career conditional appointments. You may be separated at any time during your trial period for poor performance or misconduct. If you successfully complete your 2-year trial period and training program, you will be converted to a career/career-conditional appointment. You will not be required to serve an additional probationary period after conversion.

While serving under the FCIP appointment, upon meeting the appropriate eligibility and career ladder requirements, you may receive noncompetitive promotions to higher grade levels in your career ladder position. You may not be promoted, reassigned, or changed to lower grade to other positions (i.e., outside of the career ladder position of your initial appointment). You may, however, be reassigned to the **same** position in another duty location or organization, so long as it does not disrupt your training program. You may also be converted to new FCIP appointments or other types of Federal appointments (such as a reinstatement or career conditional appointment) if you are within reach for selection to those positions. Your participation in the FCIP will end if you accept positions offered under any other types of Federal appointments (such as reinstatement or career conditional appointment) prior to the completion of the 2-year training program.

Program participants who do not meet all qualification, suitability and performance requirements at the completion of their 2-year internship may be terminated upon the expiration of their appointment. Such a termination is not an adverse action and the participant has no rights to further Federal employment in either the competitive or excepted service. Participants who hold a career/career conditional appointment within SSA immediately before accepting an FCIP appointment and who fail to complete the program for reasons unrelated to misconduct or suitability will be placed in a career/career conditional position within SSA at no lower grade or pay than the position they left to accept the FCIP appointment. There is no guarantee that the position into which the participant is placed will have the same promotion potential as the position the employee left to accept the FCIP position.

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Employee's Signature

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Date